

STATE OF MARYLAND
DEPARTMENT OF HEALTH AND MENTAL HYGIENE

The Governor's Executive Order 01.01.1989.05, State of Maryland Substance Abuse Policy, established the goal of a drug-free State workplace.

Toward that end, a drug-testing program is in place applicable to applicants for and employees working in, identified sensitive State job classifications or, an identified sensitive position. All applicants, including current State employee-applicants, for such sensitive positions must undergo drug testing at some point in the selection process in connection with any of the following employment actions:

1. Open selection from an eligible list.
2. Promotion.
3. Demotion.
4. Horizontal change.
5. Transfer.
6. Reinstatement.
7. Reemployment.
8. Reclassification.
9. Unclassified appointment.
10. Temporary appointment pending examination.
11. Temporary extra appointment.
12. Contractual appointment.

Subsequent to securing employment by any of the above actions in a sensitive classification/position, employees may be subject to random drug testing, on-the-job incident triggered drug testing, drug testing due to reasonable suspicion of the use of one or more illegal drugs related to incidents or activities on or off the job, or drug testing related to participation in a drug abuse rehabilitation program.

The required drug testing will take the form of an analysis of urine samples, with the employing agency making the necessary scheduling arrangements as well as the agency paying the cost of the initial drug-screening test.

Applicants who are not State employees and who experience confirmed positive test results, or who refuse to conform to this testing as a condition of employment shall be disqualified from the position, be removed from any list of eligibles for any sensitive classification, and be removed from the list of eligibles for all sensitive positions within the classification for which the testing is scheduled. Applicant/employees, i.e., State of Maryland employees who are applicants, not yet selected to a sensitive classification/position who refuse to conform to this testing as a condition of employment are also subject to these disqualification actions. In addition, any applicants/employees who experience confirmed positive test results will be subject to appropriate disciplinary action which may involve counseling, referral to the Employee Assistance Program, or mandatory participation in a drug abuse rehabilitation program.

Employees already selected and employed in a sensitive classification/position who refuse to comply with either random, or other ordered drug testing as a condition of continued employment or who experience confirmed positive test results shall be subject to appropriate disciplinary action which may include suspension and termination from State Service.

Further details concerning the State Substance Abuse Policy and drug testing procedures may be obtained from the agency Personnel Officer.

I, the undersigned, hereby acknowledge that as an applicant/applicant-employee for the position of _____ I am subject to drug testing as a condition of
SENSITIVE CLASS/POSITION
employment, and further that I have read the foregoing notification and understand the potential consequences of such drug testing.

SIGNATURE OF APPLICANT/APPLICANT-EMPLOYEE

DATE SIGNED